

# ARTICLE 31

## LABOR-MANAGEMENT TRAINING

### 1. Union-Sponsored Training:

- a) The Parties agree that training on official time will include emphasis on such things topics as developing statutory and technical knowledge, mediation skills, interest-based negotiation skills, conflict resolution techniques, contract language intent, partnership development, and steward training, as well as similar sessions that are mutually beneficial to the parties in promoting effective Labor-Management relations. Training on internal Union administrative items is not appropriate for official time.
- b) Training Courses: Annually, the Union at the National Level will provide a list of planned courses, locations, and dates of regular and recurring training to Labor Management Relations (LMR) Policy by the end of January for the current calendar year. The Parties acknowledge that special training needs may be developed during the year and the course list will be updated when additions or changes are made.
- c) Local Annual Training Plan: Annually, the Local Union will provide the appropriate Management Official per Article 11.3(d) with a yearly training plan for their Local no later than September 15 for the upcoming fiscal year. A copy will also be provided to the unit's LMR contact. The training plan will include the name of each attendee to receive the training and the specific location, course name or subject, approximate dates, and estimated travel costs and hours. The parties will have discussions prior to incurring any travel and per diem costs. The Parties acknowledge that special training needs and opportunities may arise during the year and the training plan will be updated, including any additional participants, when additions or changes are made. The Union agrees that training should be distributed among Union

officials in an efficient manner and that each official will not normally receive more than 40 hours of training per year.

Travel expenses and per diem are authorized pursuant to use of this time; however, the most cost effective locations and dates will be used consistent with meeting the training needs. The use of vehicles is authorized in accordance with the provisions of Article 7.

- d) Notification and Release: Typically, the Union Official will notify in writing their supervisor at least 30 days before the training and provide a copy of the agenda to the supervisor and LMR at the unit. Article 5 release procedures will apply. Normally, Management will respond in writing within 5 days upon receipt of notification.
- e) Establishment and Tracking of the Bank of Hours:
  - i. The Parties agree that a bank of hours of official time will be made available to each Local Unit each year to enable Union officials to attend Union-sponsored training. Travel time will not be subtracted from the bank of hours available for this training. A minimum bank of hours will be allocated in the following manner:
    - a. Local units with 100 or less Bargaining Unit employees: 120 hours.
    - b. Local units with more than 100, but less than 200 Bargaining Unit employees: 160 hours.
    - c. Local units with 200, but less than 300 Bargaining Unit employees: 200 hours.
    - d. For Local units with more than 300 Bargaining Unit employees, an additional 40 hours is allowed for each additional 100 Bargaining Unit employees, or portion thereof.
- f) The number of hours in a Local unit's bank may be increased by mutual agreement of the parties at the Local level.

- g) The count date for the number of bargaining unit employees will be made at the beginning of the first full pay period in July of each year. The bank of hours established by this count is available for use during the fiscal year following the count date. Safety training for union representatives does not count against the bank of hours (reference Article 27, Section 25.)
- h) A bank of 80 hours per fiscal year of labor relations-related training time will be provided for each officer of the Forest Service Council (FSC). The number of hours may be increased on an individual basis by mutual agreement at the intermediate or national level. FSC Union officials attending training will report the number of hours to LMR Policy within 14 days upon completion of the training.
- i) Excluded are travel expenses and per diem for State, Regional, or National NFFE conventions or FSC conventions and annual meetings even though training may be part of the program.
- j) Union officials attending training will report the number of hours to their supervisor and LMR at the unit within 14 days upon completion of the training. The Individual Development Plan may be used to document training and for administrative payment purposes.
- k) Union Training Cadre: Union-sponsored training conducted by a Union official is considered dissemination of labor-management information to bargaining unit employees (Article 5.a (8)). Release procedures will follow Article 5. The Union at the National level will provide the list of the National training cadre and this time does not count against the bank of hours.

**2. Jointly Sponsored Training:** The Parties see value and share a mutual interest in conducting jointly sponsored training on topics relevant to the efficient and effective administration of the Master Agreement or to develop a common understanding of the Master Agreement.